



## COORDINATOR TEMPORARY EVENT PERMIT APPLICATION

The Temporary Event Coordinator is responsible for completing this application and returning it along with the following items in one packet **a minimum of 14 days prior to the event:**

1. One Vendor Application per booth.
2. Fee payment with one check to this Department to cover the Permit to Operate fee for each booth. (See fee schedule ).
3. A list of all the food booth vendors which includes the name, address , and a phone number where the vendor can be reached before and during the event.
4. A site map that clearly shows, the location of all food booth vendors, public restrooms, hand wash stations, utensil wash stations, garbage areas and grease dumping stations (if provided by coordinator or sponsor).

### Notes:

- Applications may not be accepted if received less than 2 working days prior to the event. **Office hours are Monday through Friday 8:00am-5:00pm.**
- Applications received incomplete and/or less than two week prior to the event will be billed the regular fee and an additional hourly fee to cover last minute evaluation of the paperwork.
- Applications received by this Department without associated fees attached will be billed to the Event Coordinator/Sponsor and will be assessed at the regular fee.

EVENT NAME: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

HOURS OF OPERATION \_\_\_\_\_ VENDOR SET UP TIME: \_\_\_\_\_

ADDRESS OF EVENT: \_\_\_\_\_ CITY: \_\_\_\_\_

SPONSORING ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT PHONE #: \_\_\_\_\_ DAY OF EVENT PHONE #: \_\_\_\_\_

**Number of Food Booths:** \_\_\_\_\_ (attach a completed Temporary Event Food Vendor Application for each booth)

**Estimated Attendance:** \_\_\_\_\_

**Expected Average Age of Attendees** (check one):

- General Population (all ages)       Less than 7 years       More than 50 years

Which of the following utilities/services will be provided for the vendors by the Event Coordinator? (check all boxes that apply)

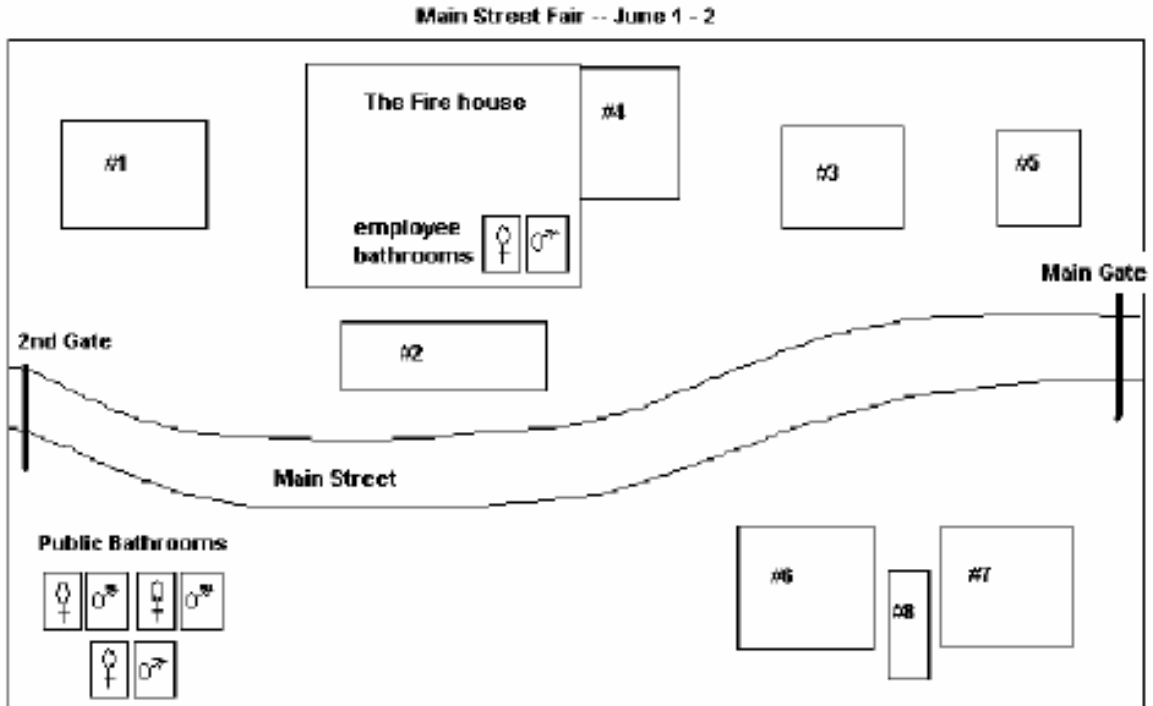
- potable water       electricity       mechanical refrigeration
- ice       grease barrels       hand wash set up at each booth
- waste water disposal.
- garbage disposal facilities (required by coordinator and must be included on site map)
- restrooms or portable toilets with handwash (required by coordinator and must be included on site map)

**AS COORDINATOR, I HAVE READ AND UNDERSTAND THE "Temporary Food Facility Requirements", AND I UNDERSTAND THAT I AM RESPONSIBLE FOR ENSURING COMPLIANCE WITH THE CALIFORNIA UNIFORM RETAIL FOOD FACILITY LAW BY THE TEMPORARY FOOD FACILITIES OPERATING AT THIS EVENT.**

Applicant/Coordinator Printed Name: \_\_\_\_\_ Title \_\_\_\_\_

Applicant/Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

# Sample: Site Plan For Temporary Event



- |  |   |
|--|---|
| #1: Joe's Burger Shack                                     | #5: Bill's hot dog cart                   |
| #2: The fire house sausage booth                           | #6: M&J's Kettle Korn                     |
| #3: Tracy's Tri-tip booth                                  | #7: Jane's Sno-cone booth                 |
| #4: Janitor's Room - with mop sink for all booths to share | #8: Utensil washing station for #6 and #7 |